

USER GUIDE

“A current and comprehensive database covering all aspects of the study of language including phonetics, phonology, morphology, syntax and semantics. Coverage is also given to the various fields of linguistics including descriptive, historical, comparative, theoretical and geographical linguistics.” (Edina, Aug 2000)

Performing a Quick Search

1. Once accessed, enter your search terms in the **Find:** box. A drop down menu under this box will allow you options to search under any of the following: *Keyword(s), Title, Author, Journal Name, or Anywhere*.
2. If you are searching using a number of terms, there are three options available: *Exact phrase, Any of the words* and *All of the words*.
3. You are able to indicate a specific publication date, using the **From** and **To** drop down menus.
4. Specify how you would wish the results to be sorted using the **Sort By** drop down menu. There are two options: *Publication Date* and *Relevancy Rank*.
5. Select a display format for the retrieved records under the **Show** drop down menu. There are three options: *Citation, Citation and Abstract* and *Full Record*.
6. Click the **Search** button.

* Search tools and tips which can be used, are summarised in the table at the end of the guide.
If you wish to carry out an advanced search click the **Go To Advanced Search** option.

Search Results

After carrying out a simple search, (e.g. using the search term **Semantics**), the search results will be displayed similar to the diagram below:

Linguistics and Language Behavior Abstracts ↓ 167 Recent References Related to the Social Sciences ➡ 7 Web Resources Related to the Social Sciences ➡ 11 Save/Print/Email Records Save Search/Alert	- <i>Total Number of Results</i>
1 Record 1 of 167/Relevancy Rank: View Record 1000	- <i>View Full Record</i>
TI: A Semantics for the English Existential Construction	- <i>Title</i>
AU: Lumsden, Michael (Review of: McNally, Louise)	- <i>Author</i>
SO: English Language and Linguistics, 1999, 3, 1, May, 166-169	- <i>Source</i>

Save/Print/Email

1. In order to carry out any of these functions, click the tick box in the top left hand corner next to each individual record that is to be saved/printed or emailed.
2. Then click the **Save/Print/Email** button at the top of the list of records, which will take you on to a further page of options.
3. Here you will be able to change the record display (if required), enter personal comments and fill in email details.
4. To email, fill in your email details and click on the **Email** button.
5. To save, click on the **Save** button. The record(s) will be displayed in a web browser window, from here click on the **File** drop down menu, select the **Save As** option to save using your preferred drive (Select A: for saving onto floppy disk.)
6. To print, click on the **Print** button. The record(s) will be displayed in a web browser window, from here click on the **File** drop down menu and select **Print**.

Search Tools and Tips Available

<i>Use</i>	<i>To</i>	
*	Truncate	Expands a search item to include forms of a root word e.g. euro* retrieves Europe, European, Europa.
*	Represent an unlimited number of characters	e.g. behavi*r finds behaviour and behavior.
?	Represent alternative spellings	? represents any single character used within or at the end of a word e.g. theat?? Finds records containing theatre and theater.
AND	Narrow search	Retrieves <i>all</i> of the words it separates.
OR	Broaden search	Retrieves <i>any</i> of the words it separates.
NOT	Narrow search	Retrieves records that do not contain the word following it.
()	Group words or phrases	Shows the order in which relationships should be considered e.g. (Semantics OR Semiology) AND (Phonetics OR Phonology)
No operator		Retrieves records containing search words adjacent to each other as phrases.
Author Names	One author	e.g. Guiraud, Pierre (Surname followed by first name).
	Co-authors	e.g. Barthes and Guiraud (Use only surnames).
	Find Multiple spellings	Use ? And * e.g. sm?th*, retrieves smith, smyth, symthe.
Acronyms		Include both terms in your search e.g. UEA OR University East Anglia.

Search a Thesaurus

There is a very useful Thesaurus Search function. Click on the **Go To Thesaurus Search** button and enter your chosen term in the **Find:** box. Related terms are listed beneath the main entry.